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| Accelerated SAP | | BUSINESS PROCESS PROCEDURE | |
| State of Utah | Organization/Area: Agency Payroll Administration | Title of Process: Reports – Wage Type Reporter | |
| File Name: | H:\TRAINDOC\FOLIO\Payroll\convert\Report - Wage Type Reporter.doc | Release: | R/3 4.6C |
| Responsibility: | Payroll Coordinator | Status: Complete | Issued: 10/28/2003 Revised: |

Overview

Trigger:

Payroll staff wants to see specific Wage Types for employees or groups of employees.

| Business Process Procedure Overview |
|---|
| All earnings, deductions, taxes, and benefits are maintained in the system by Wage Type. This process allows payroll staff to report on any or all Wage Types for employees or groups of employees. |

Procedural Steps

1.1. Access transaction by:

| | |
|---------------------------|--|
| Via Menus | Reports after Payroll Run → Wage Type Reporter |
| Via Favorites Menu | Wage Type Reporter |

Double click on “Wage Type Reporter” and the following screen will appear:

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|------------------|------------------|--------------|--------|
| Last changed on: | Last changed by: | Version: 1.0 | Page: |
| 10/28/2003 | Phansen | | 1 of 7 |

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|----------------------------|---|---|--------------------------------|
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Wage Type Reporter

Program Edit Goto System Help

Further selections Search helps Sort Org. structure

Period

☐ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
☒ Other period
 To
 Payroll period

Selection

Personnel number
 Company code
 Personnel area
 Personnel subarea
 Employee group
 Employee subgroup
 Payroll area

Period determination

☒ In-period view
☐ For-period view

Other selections

Wage type to



Object selection

DV1 (1) (110) Duke OVR

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|------------------|------------------|--------------|--------|
| Last changed on: | Last changed by: | Version: 1.0 | Page: |
| 10/28/2003 | Phansen | | 2 of 7 |

| | | | |
|----------------------------|---|---|-----------------------------|
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| Input Fields | Field Values |
|--------------------------------|--|
| Variant | CUS&WAGETYPRPT – SOU Wage Type Reporter |
| Period | Reporting period begin and end dates |
| Personnel number | Employee Identification Number of the employee or employee's |
| Organization key | Agency, Low Org, and Distribution Code |
| Wage type | Earnings, deductions, taxes, or benefits to list on the report |
| Output using listviewer layout | /STD FORMAT (Normally it is there by default. It is only required if blank.) |

- 1.2 **Single click on the “Get variant” icon , then double click on the variant “CUS&WAGETYPRPT – SOU Wage Type Reporter”. Press enter when the screen appears after selecting the variant.** (Note: Before you can select the variant, you may get a pop-up window with your login id. If you do, delete your login id and click on the execute icon ) to get a list of variants.)
- 1.3 **Enter the begin and end dates for which you want the report.**
- 1.4 **Enter the employee number in the “Personnel number” input box.** To enter multiple employee numbers, click on the arrow next to the input box and refer to step 1.6.
- 1.5 **The “Organization key” field allows you to enter the Agency code followed by a space, the Organization code and the Distribution code to specify your selection of employee group.** You can use the wild card symbol, *, in your selection criteria. For example, if you want all employees in agency 100 and organization code 0420, you should enter 100 0420*. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. (See step 1.6.)
- 1.6 **When you click on the arrow next to the input box, a “Multiple selection...” window appears.** Use green tabbed boxes to enter multiple individual selection criteria, or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the input box operate in the same way.

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|------------------|------------------|--------------|--------|
| Last changed on: | Last changed by: | Version: 1.0 | Page: |
| 10/28/2003 | Phansen | | 3 of 7 |

| | | | |
|--|---|---|---|
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- 1.7 Normally you want to use the default “In-period view” because it will report on wage types in the period in which the employee was paid.**
Amounts resulting from prior period, retroactive, transactions will show up in the period when it appeared in the employee’s paycheck. The “For period view” reports only on amounts for that pay period.

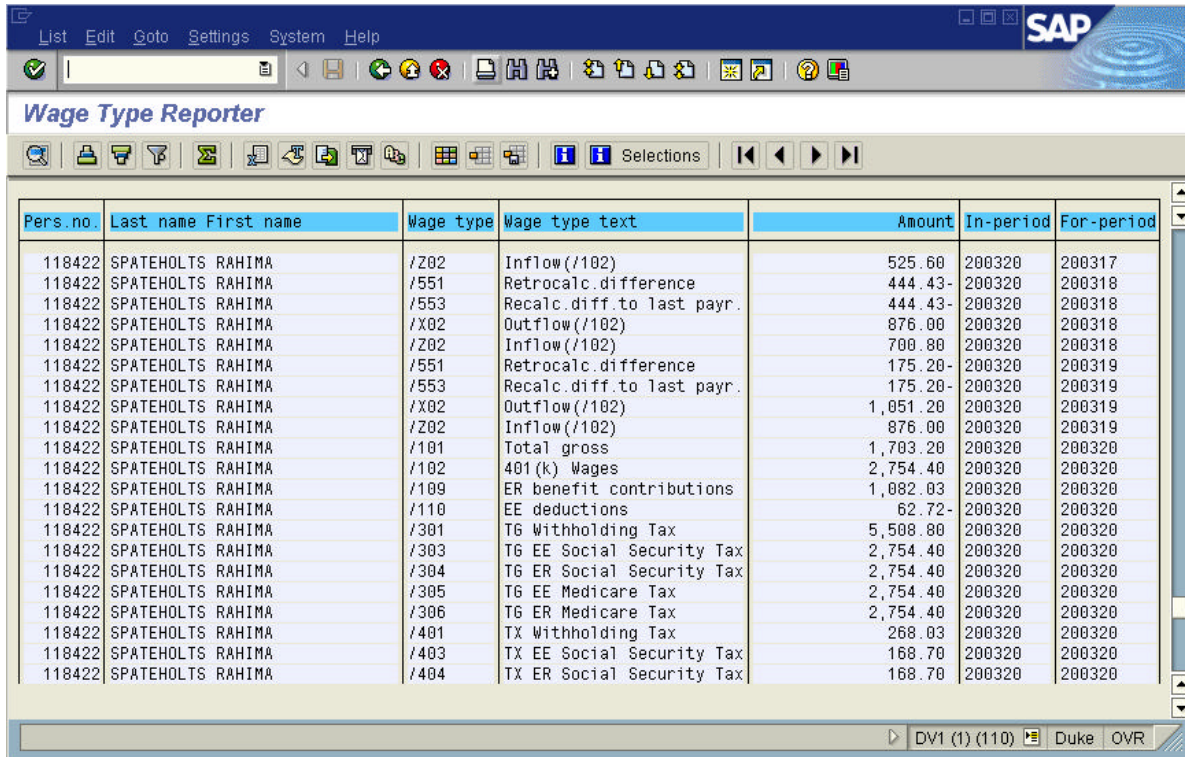
- 1.8 Enter the “Wage type”(s) to display on the report or leave blank for the default wage types.** Refer to the Wage Type list in the payroll user manual if you are unsure as to which codes to enter. You can select multiple wage types by clicking on the arrow to the right of the entry fields. (See step 1.6.) An example of the completed selection screen is below.

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1.9 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

| | | | |
|------------------|------------------|--------------|--------|
| Last changed on: | Last changed by: | Version: 1.0 | Page: |
| 10/28/2003 | Phansen | | 5 of 7 |

| | | | |
|----------------------------|---|---|-----------------------------|
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The screenshot shows the SAP Wage Type Reporter window. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The window title is 'Wage Type Reporter'. Below the title bar is a toolbar with various icons. The main area displays a table with the following data:

| Pers.no. | Last name First name | Wage type | Wage type text | Amount | In-period | For-period |
|----------|----------------------|-----------|---------------------------|----------|-----------|------------|
| 118422 | SPATEHOLTS RAHIMA | /Z02 | Inflow(/102) | 525.60 | 200320 | 200317 |
| 118422 | SPATEHOLTS RAHIMA | /551 | Retrocalc.difference | 444.43- | 200320 | 200318 |
| 118422 | SPATEHOLTS RAHIMA | /553 | Recalc.diff.to last payr. | 444.43- | 200320 | 200318 |
| 118422 | SPATEHOLTS RAHIMA | /X02 | Outflow(/102) | 876.00 | 200320 | 200318 |
| 118422 | SPATEHOLTS RAHIMA | /Z02 | Inflow(/102) | 700.80 | 200320 | 200318 |
| 118422 | SPATEHOLTS RAHIMA | /551 | Retrocalc.difference | 175.20- | 200320 | 200319 |
| 118422 | SPATEHOLTS RAHIMA | /553 | Recalc.diff.to last payr. | 175.20- | 200320 | 200319 |
| 118422 | SPATEHOLTS RAHIMA | /X02 | Outflow(/102) | 1,051.20 | 200320 | 200319 |
| 118422 | SPATEHOLTS RAHIMA | /Z02 | Inflow(/102) | 876.00 | 200320 | 200319 |
| 118422 | SPATEHOLTS RAHIMA | /101 | Total gross | 1,703.20 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /102 | 401(k) Wages | 2,754.40 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /109 | ER benefit contributions | 1,082.03 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /110 | EE deductions | 62.72- | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /301 | TG Withholding Tax | 5,508.80 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /303 | TG EE Social Security Tax | 2,754.40 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /304 | TG ER Social Security Tax | 2,754.40 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /305 | TG EE Medicare Tax | 2,754.40 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /306 | TG ER Medicare Tax | 2,754.40 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /401 | TX Withholding Tax | 268.03 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /403 | TX EE Social Security Tax | 168.70 | 200320 | 200320 |
| 118422 | SPATEHOLTS RAHIMA | /404 | TX ER Social Security Tax | 168.70 | 200320 | 200320 |

At the bottom right, there is a status bar showing 'DV1 (1) (110)' and 'Duke OVR'.

1.10 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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|------------------|------------------|--------------|--------|
| Last changed on: | Last changed by: | Version: 1.0 | Page: |
| 10/28/2003 | Phansen | | 6 of 7 |

| | | | |
|----------------------------|---|---|--------------------------------|
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2 The columns on the report are listed below with a brief description.

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| Pers. no. | The employee's identification number. |
| Last name First name | The employee's name. |
| Wage type | All earnings, deductions, taxes, benefits are maintained in the system by wage type. |
| Wage type text | The description of the wage type. |
| Amount | Dollar amount for a wage type. |
| In-period | Pay period number for the wage types the employee was paid. |
| For-period | Actual pay period number for which the wage types were paid as a result of retroactive transactions. |

| | | | |
|------------------|------------------|--------------|--------|
| Last changed on: | Last changed by: | Version: 1.0 | Page: |
| 10/28/2003 | Phansen | | 7 of 7 |